FIELD INSPECTOR GUIDE

A step-by-step user manual
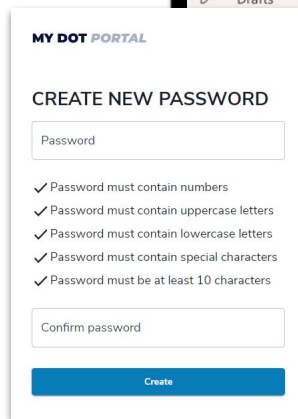
AUTHOR

HaulHub Technologies

GETTING STARTED

- You'll receive an invitation email.
- Click on the link to signup
  - Take note of the *invitation code* in the message.
- Enter the invitation code and your phone number.
- Create a new password
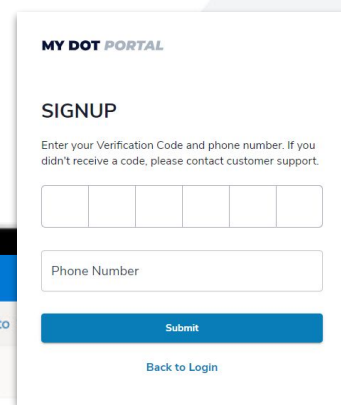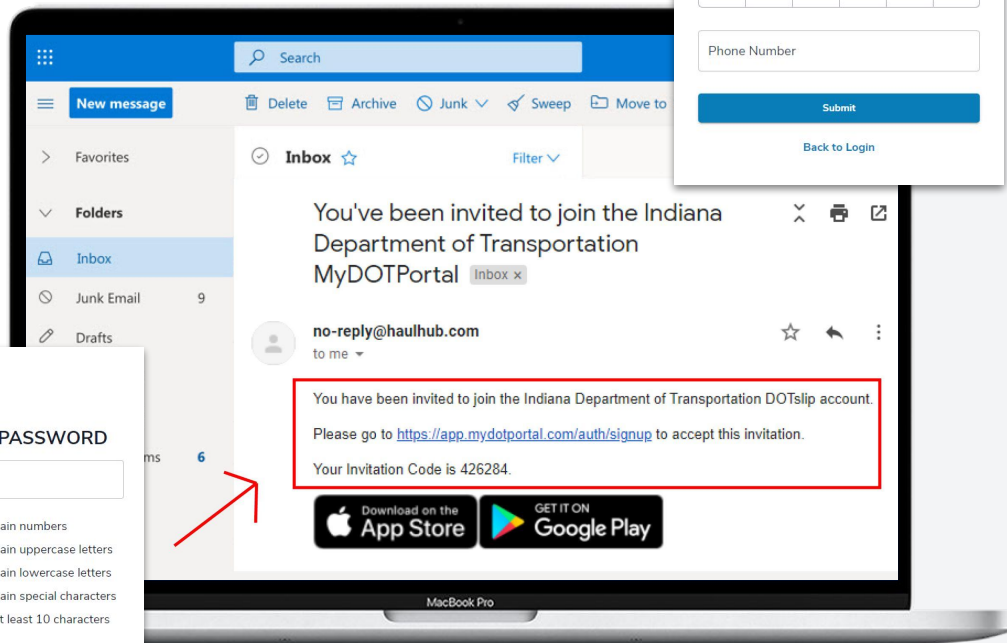 - Take note of the security requirements

MOBILE LOGIN

- Login with your phone number and newly created password.
- From the left hand menu you can access account settings. Make changes to:
  - Contact info
  - Password
  - Electronic Signature
  - DOT themes
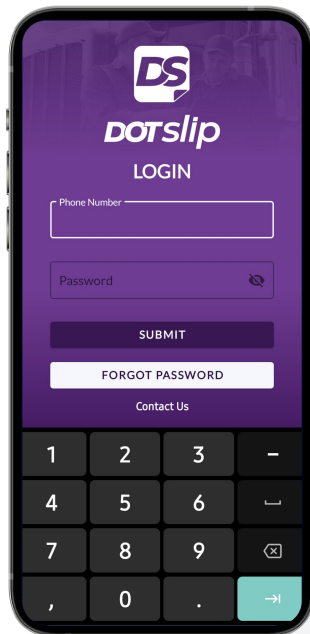 - Clipboard Report Preferences
- At the bottom of the screen you have different views.
  - Today
 - My Projects
  - Log a Ticket
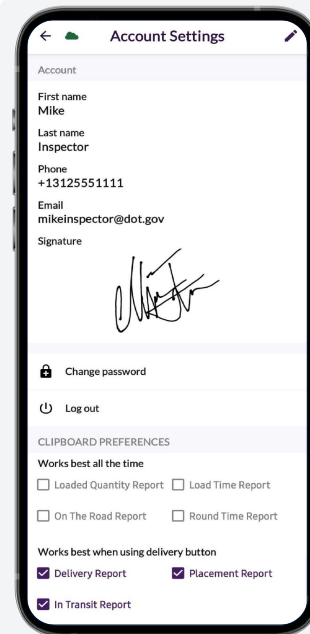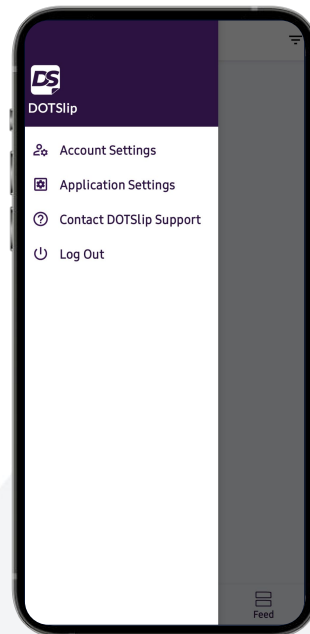
TODAY PAGE

- **Today View** shows you projects for today, or pre-set time filter.
- Graphs per project allow you to see production numbers by hour with total tons in bottom left corner.
- Clipboard reports give you insights into key data points. Tap the 'i' to view more detail.
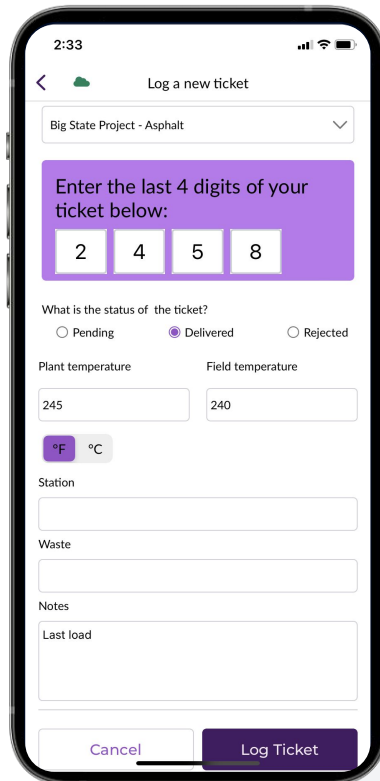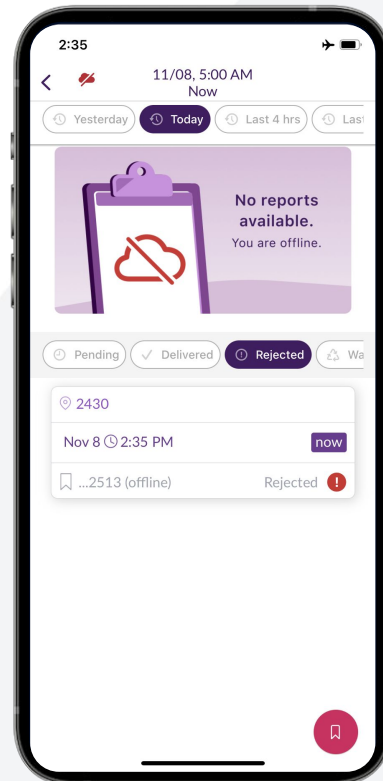- Mark loads delivered as they pass inspection.
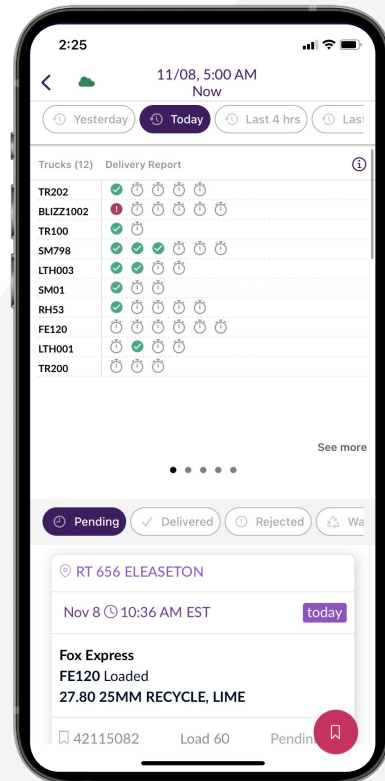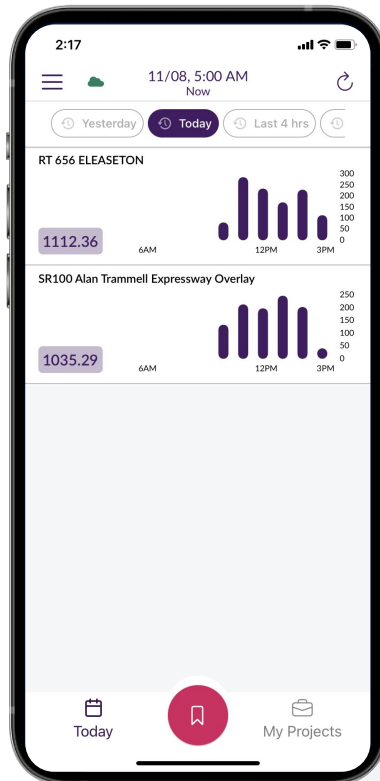
MY PROJECTS PAGE

- Quickly access tickets by project and gauge performance for every project you oversee.
  - Secure historical ticket data at your fingertips.
- Tap on the project to access tickets and performance benchmarks.
- Tap on a ticket to examine the load in-depth.
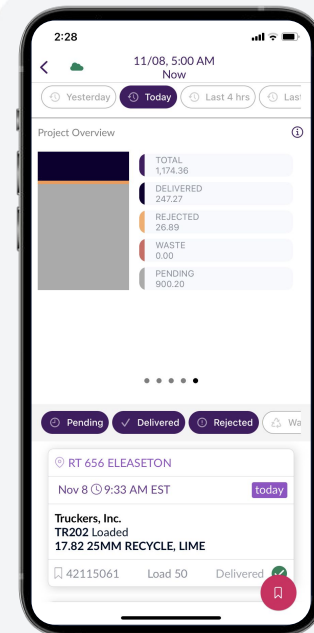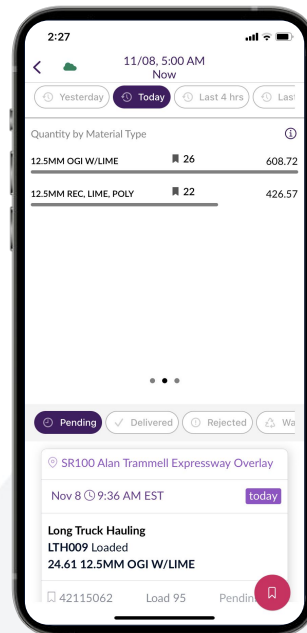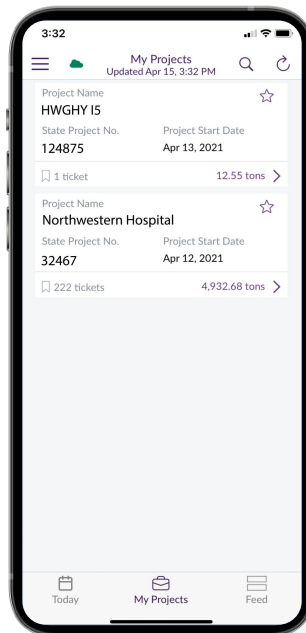
LOG A TICKET PAGE

- Log each ticket **even with no service in offline mode:**
  - Enter project, last four digits of ticket number, and any applicable QC details.
- Tickets will be stored locally and automatically synced and updated when back in service.
- Use Log a Ticket to quickly update ticket status without searching through all tickets!

MANAGE TICKETS

- Tapping on a ticket lets you digitally examine every aspect of the load.
- View DOT Status, Contractor Status, and raw ticket data.
- You can add material temperatures, waste and notes by clicking more actions.
- Electronically sign and mark loads delivered or rejected.
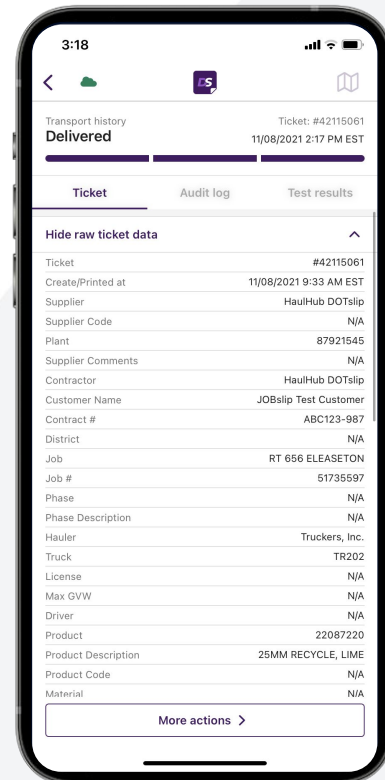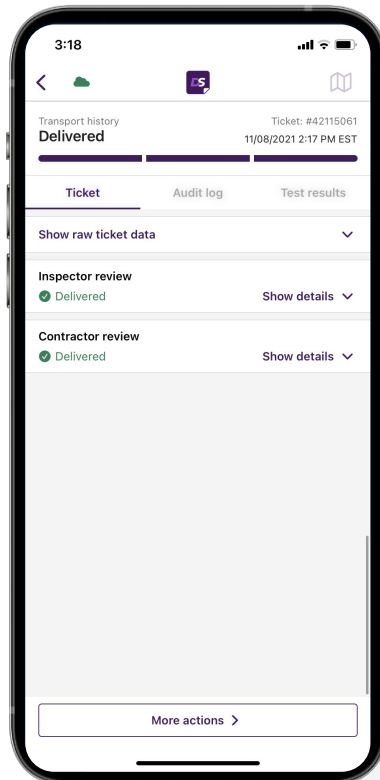
WEB LOGIN

- Visit *myDOTPortal.com* from your internet browser.
- Login with your phone number and newly created password.
- Depending on your role, you will be directed to the corresponding portal.
- Most users will begin in the *Field Operations portal* which lets you examine project activity, view and export tickets.
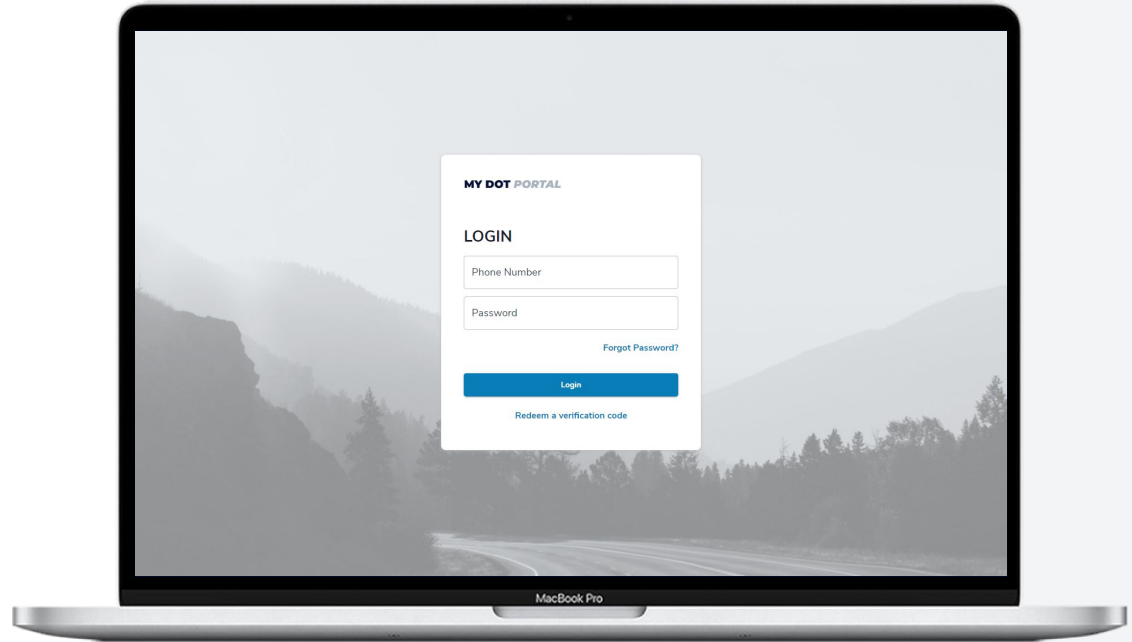
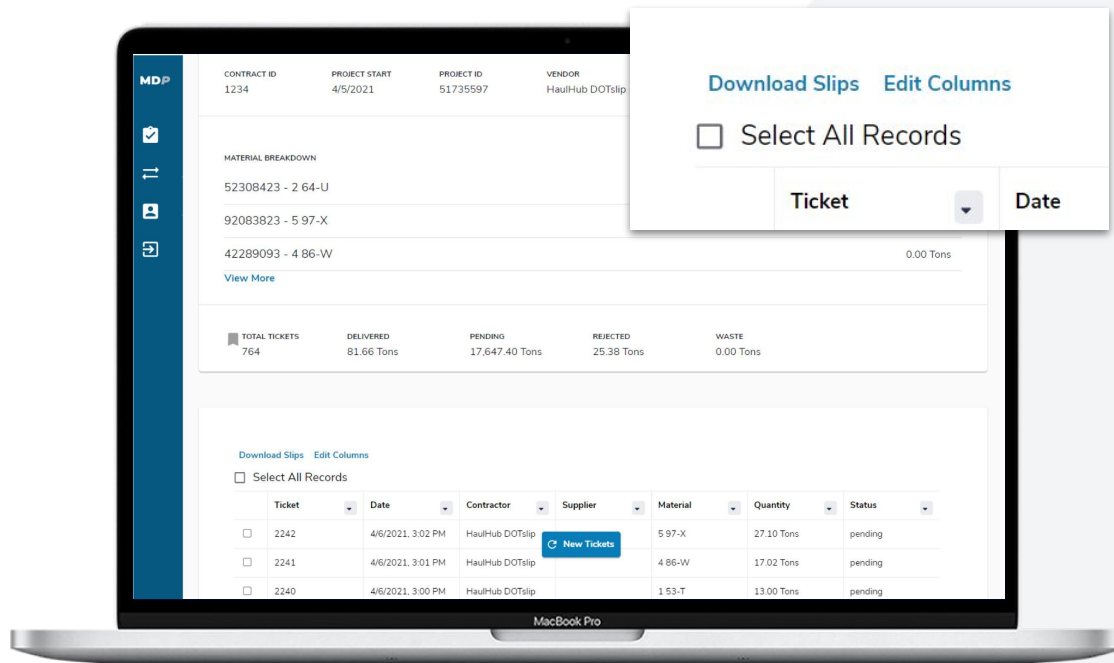**myDOTPortal**

FIELD OPERATIONS

- Upon login the *Materials Delivered* page lets you review high-level project details at a glance.
- Note the status of the project and the staffing personnel attached.
- Click on *View Project* for ticket data.
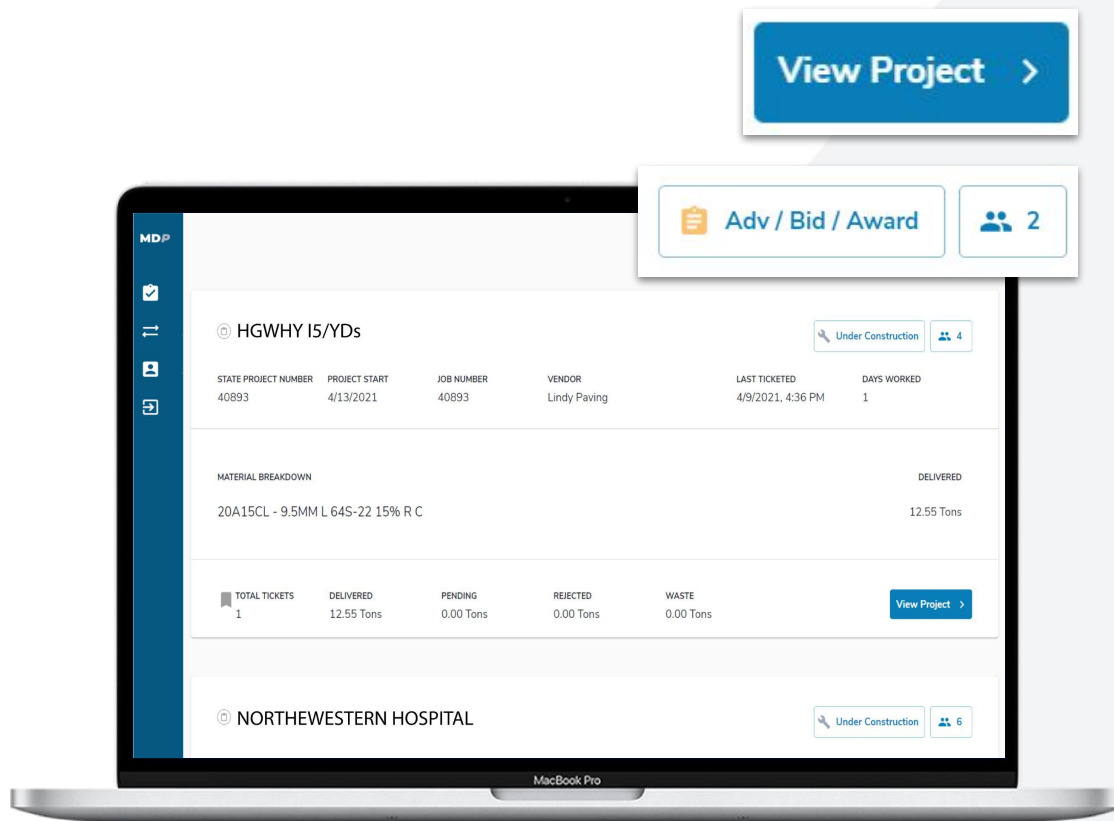
myDOTPortal

VIEW TICKETS

- At the top view of tonnage breakdown by materials.
- Scroll down to see all the tickets associated with this project.
  - New tickets will populate in real-time with a the new tickets notification.
- You can sort each column to pinpoint what you need.
- Click on a ticket to inspect it further
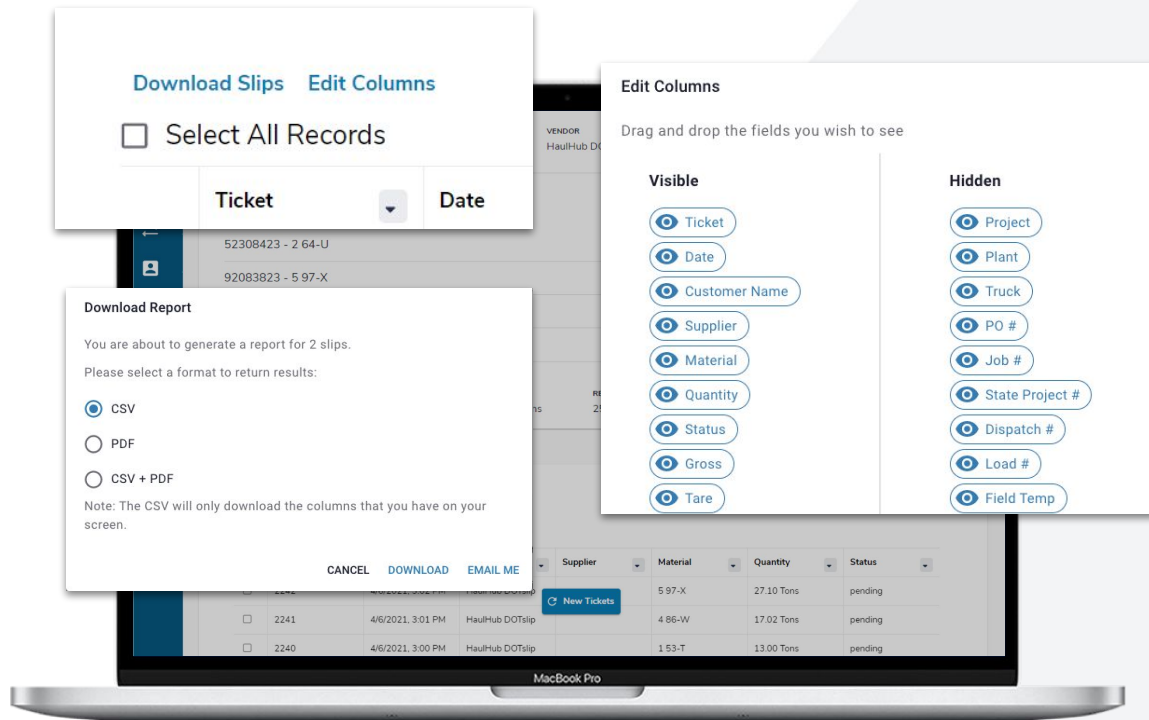
myDOTPortal

DOWNLOAD SLIPS

- Select *Edit Columns* to drag and drop fields you wish to see.
- Select the checkbox of every ticket you wish to export.
  - You can also check *Select All Records* at the top left.
- Select *Download Slip*s and choose what type of report you prefer, then click *Download*.

NEED MORE HELP?

We understand things may arise. Our team of experts are ready to help at a moment's notice. Get ahold of us:

- By phone: 1- 833-428-5482
- By email: support@haulhub.com
- By chat online at www.haulhub.com